

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, September 9, 2013

CALL TO ORDER: Following due call and notice thereof, Mayor Bob Burns called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Bob Burns, Council Members: Bob Lemke, DeWayne Schroeder, Randi Vick and Tom Murphy. City Staff Present: City Clerk/Administrator: Ted Schoonover, City Accountant Stephanie Mann. Guests present: Caledonia Argus reporter Clay Schuldt.

AGENDA: Motion by Mayor Burns, second by Member Murphy to approve the agenda with the following additions; Grant Street resident that has encroached upon city property. The Rural Fire District invites the city to see the new fire pumper on September 30, 2013 at 6:00 p.m., N. Kingston Street sidewalk snow and ice removal policy. All voted in favor and the motion was declared carried.

CONSENT AGENDA APPROVAL: Motion by Mayor Burns, second by Member Schroeder to approve the consent agenda, which consisted of the regular meeting minutes from August 26, 2013. All voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS: None.

CITY ACCOUNTANT: Stephanie Mann was present and gave the council her estimates of what the budget would look like at different percentages. She has recommended using the 8% figure moving forward and stated that would allow us a little room to maneuver and ensure that we don't cut ourselves short in the long run. Mayor Burns and the council went through the Capitol Expenditures listing and eliminated things that they felt could be delayed or were not needed in 2014. Motion by Mayor Burns, second by Member Vick to set the proposed 2014 tax levy at 5% and to hold the public hearing and Truth in Taxation meeting for December 9, 2013 at 6:30p.m. All members present voted in favor and the motion was declared carried.

NEW BUSINESS:

Member Murphy voiced concern over who would have the responsibility to remove snow and ice from the new sidewalks installed on N. Kingston St. Mayor Burns stated that in his opinion the property owners that reside on the block between Taft Street and Hackney Street would have that responsibility because the sidewalk benefits them and provides them access. The residents from Hackney Street North to the Four Seasons Center would be cleared using city owned equipment. Discussion ensued. Motion by Mayor Burns, second by Member Lemke to approve the policy as annotated by Mayor Burns. Members Burns, Vick and Lemke voted in favor, Members Schroeder and Murphy voted against. The motion was declared carried.

Motion by Mayor Burns, second by Member Murphy to approve the schedule of advertisements for the Caledonia Argus Salute Ads. The ads selected were as follows; Salute to 4-H, Salute to FAA, Caledonia Summer Recreation, Fire Prevention, Caledonia City Fest, Caledonia Winter Wonderland, Memorial Day/American Flag Sponsor and Veterans Day Salute. All members present voted in favor and the motion was declared carried.

Motion by Mayor Lemke, second by Member Vick to approve the annual League of Minnesota Cities Dues in the amount of \$2,789.00 All members present voted in favor and the motion was declared carried.

Schoonover presented the council with a proposal from the ARGUS to replace the Wild Turkey Times to the Houston County Recreation Guide and a solicitation for an advertisement for the city. Motion by Member Murphy, second by Mayor Burns to approve advertisement at the rate from 2012's advertisement. All members present voted in favor and the motion was declared carried.

Motion by Member Vick, second by Member Murphy to approve the claims as presented. All members present vote in favor and the motion was declared carried.

Ability Building Center	Groundkeeping Crew	101.50
Ace Link Telecommunications	Communication Expense	1,260.65
Affordable Tech. Solutions	Office Supplies, Firewall renewal	739.75
Alco Stores, Inc.	Pool – Cleaning Supplies	8.91
American Lock & Key	Tree Disposal Site – Keys	27.00
Artic Glacier Inc.	Ice	440.76
Avenet, LLC	1 Year Host Maintenance on Website	500.00
Buttell's Lighting	Ballast	76.84
Caledonia Implement Co.	Tractor Part	100.15
Caledonia Oil Company	Car Maintenance/Repairs	505.77
Carquest Auto Parts Store	Small Tools, Tractor Battery	80.78
Chief Supply Corporation	Uniforms	122.77
City of Caledonia	Utilities	13,585.45

Clarey's Safety Equipment, Inc.	Seat Belt Cutter	240.00
D S Electric Supply	Inventory	5,112.02
Dalco	Misc. Supplies	90.89
Davy Engineering	Engineering Fees	10,656.11
Davy Laboratories	Lab's	1,880.25
ECM Publishers, Inc.	Advertisements	470.50
Electric Pump	Pump @ McPhail Life Station	2,132.44
Engineering America, Inc.	Repair Parts	5,989.75
Esch Builders	Repair on South Second Street	259.07
Farmers Coop Elevator Co.	Storm Sewer Materials	213.27
Gopher State One Call	Location Notifications	139.30
Hammell & Murphy, PLLP	Prosecution	2,808.00
Hawkins, Inc.	Chemicals	1,536.80
Houston County Highway Dept.	Chloride, Signs, Lath for Project	786.61
Innovative Office Supplies	Office Supplies	135.09
Interstate Roofing	Roof Repairs	421.29
Jack Neumann Trucking	Liquor - Freight Expense	100.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	1,599.00
Kwik Trip Stores	Misc.	3.57
Lackore Electric Motor Repair	Motor Replacement	463.95
Mathy Construction Co.	Prep & Pave Patches	13,995.00
Merchants Bank	ACH Fee September 2013	31.35
Metro Sales, Inc.	Copier Agreement	32.30
MN Dept. of Commerce	4 th Quarter Fiscal Year	475.50
MN Dept. of Health	Water Service Connection Fee	1,809.00
MN Energy Resources	Natural Gas	2,162.88
MN Dept. of Labor & Industry	Pressure Vessel Fee	60.00
MN State Fire Dept. Assn.	2013 Membership Dues	50.00
Olsen Chain & Cable, Inc.	Lift Chains, Weld-on Link	371.30
Phillips Wine & Spirits Co.	Liquor Store Inventory	1,240.20
PT Welding & Driveshaft	Labor/Maint.	37.41
Resco	Inventory/Misc.	3,905.67
Richard's Sanitation, LLC	Refuse Disposal	369.38
Rochester Comm & Tech. Col.	PD Registration Fee	150.00
Ronco Engineering Sales, Inc.	Truck 201 Repair	141.58
Sandry Fire Supply	Fitting/Adapter Truck 1420	262.78
Schilling Supply Company	Bags, Paper, Misc.	251.44
Schott Distributing Co., Inc.	Liquor Store Inventory	3,745.20
Schulze Plumbing & Heating	Faucet Leaking	63.50
Schwaab, Inc.	Petty Cash Stamp	53.96
Servocal Instruments, Inc.	Repairs	2,053.85
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	150.15
Star Energy Services	2013 Project	861.09
Total Register Systems	Storetender Software/Training	6,327.72
Tri-County Electric Co-op	Electric Energy	217,476.61
United Auto Supply, Inc.	Van Maintenance, Repair Parts	48.68
USAquatics	Schematic Design	60,561.60
Verizon Wireless	Communication Expense	204.95
VISA	Travel Expense, DVD's, Rescue Tube	362.92
Water Systems Company	Drinking Water	7.11
Yaggy Colby Associates	TH44 Shared Use Path	7,167.00
Zarnoth Brush Works, Inc.	Disposal Gutter Broom	702.17
Zep Sales & Service	Can Liners	302.04
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	18.50
		<u>\$ 378,293.08</u>

Motion by Vick, second by Mayor Burns to approve the prepaid claims as presented. All members voted in favor and the motion was declared carried.

Houston County Public Health	Mantoux Test	10.00
Western Technical College	Class Registration Fee	56.68
Zard, Joanne	Pool Reimbursement - Argus Thank you	-45.00
Caledonia True Value	Keys, Bulbs, Misc.	241.53
Electric Pump	Sunnyside Lift Station	3,576.48
King Construction & Cabinetry	Repairs	1,486.00
Northern Beverage Distribution	Liquor Store Inventory	1,211.45
Paustis & Sons Wine Company	Liquor Store Inventory	587.25
Schott Distributing Co, Inc.	Liquor Store Inventory	5,697.35
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	193.10
Tri-State Ambulance, Inc.	Intercept Fee	250.00
Karian Peterson Power Line	2013 Project	71,973.90
Bank of Zumbrota	TE Micro Loans	16,250.00
Business Financial Planning	Cafeteria Plan	233.80
Commissioner of Revenue	State Withholding	1,407.73
Extreme Beverage, LLC	Liquor Store Inventory	134.00
ING Institutional Plan Services	TSA - Payday 8-20-13	480.00
Merchants Bank	Federal/FICA/Medicare	7,379.60
MN Benefit Association	MBA - Payday 8-20-13	97.59
MN Child Support Payment Cnt	Case ID 001470764201	193.81
Moen, Tammy	Defective Sidewalk Program	152.55

NCPERS Minnesota	NCPERS – Payday 8-20-13	64.00
Public Emp. Retirement Assn.	PERA Payday 8-20-13	5,724.35
Southern Wine & Spirits of MN	Liquor Store Inventory	1,478.14
US Department of Education	Acct #1002697809	235.60
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	18.75
B & M Service Center	Rec Park – Fuel	18.00
Buttett's Lighting	Street Lighting – Bulbs	461.19
Caledonia Conv & Tourism	Tourism	1,017.66
FS3, Inc.	Traffic Cones	388.44
Houston County Treasurer	Ho. Co. Collection Site	4,008.00
Kraus Oil, Inc.	Unleaded	1,790.00
Principal Life	Life/Ad&d/STD	398.09
Rask, Nicholas	Animal Control – Rent/Misc.	75.00
Advertising Concepts	Rec Park – Shirts/Caps/Visors	3,045.00
Ashbacher, Randall	Reimbursement – Fuel Expense	45.56
G & F Distributing	Liquor Store Inventory	38.00
Lechner, Zach	Refund – Credit on Account	73.28
Northern Beverage Distribution	Liquor Store Inventory	3,856.20
Quillin's IGA	Liquor Store Inventory	22.92
Schott Distributing Co., Inc.	Liquor Store Inventory	7,520.76
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	159.00
Alexis Fire Equipment	Pumper Change Orders	11,849.00
Jack Neumann Trucking	Liquor – Freight Expense	70.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	1,549.52
MN Municipal Beverage Assn.	Registration Fee	15.00
Phillips Wine & Spirits Co.	Liquor Store Inventory	487.50
Resco	Light Inventory	4,836.25
Wine Merchants	Liquor Store Inventory	68.00
Bluff & Valley Balloon Rally	Pass Thru Contribution	844.00
Doering, Harley	Refund Overpayment	200.32
MN Dept. of Revenue	Sales/Use Tax	24,692.00
Northern Beverage Distribution	Liquor Store Inventory	1,938.20
Richard's Sanitation, LLC	Recycling – Collections	6,408.15
Schott Distributing Co., Inc.	Liquor Store Inventory	9,941.85
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	264.50
Commissioner of Revenue	State Withholding	1,553.29
Merchants Bank	Federal/FICA/Medicare	8,278.39
Public Emp. Retirement Assn.	PERA Payday 9-3-13	6,465.55
Business Financial Planning	Cafeteria Plan	233.80
Caledonia Police Association	PD Association Dues	85.00
G & F Distributing	Liquor Store Inventory	472.50
ING Institutional Plan Services	TSA Payday 9-3-13	480.00
IUOE Local #49	Union Dues	360.25
Klug, Anthony	Consulting Services	800.00
League of MN Cities	Membership Dues	2,819.00
MN Child Support Payment Cnt	Case ID 001470764201	193.81
Northern Beverage Distribution	Liquor Store Inventory	980.50
Southern Wine & Spirits of MN	Liquor Store Inventory	2,119.30
US Dept. of Education	Acct #1002697809	235.60
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	70.28
Christian & City, Brooke	Meter Deposit Refund	250.50
Diersen & City, Josh	Meter Deposit Refund	125.25
Isensee & City, Connie	Meter Deposit Refund	250.50
IUOE Local 49 Benefit Fund	Health Insurance	17,104.00
Moger & City, Sandra	Meter Deposit Refund	250.50
Reaves & City, Aaron	Meter Deposit Refund	250.57
Schulte & City, Tyler	Meter Deposit Refund	250.50
Smith & City, Eric	Meter Deposit Refund	250.50
Theobald & City, Rachel	Meter Deposit Refund	250.50
Van Horn & City, Peggy	Meter Deposit Refund	250.50
		<u>\$249,550.64</u>

Motion by Member Vick, second by Member Schroeder to approve the additional prepaid claims as presented. Members Vick, Schroeder, Murphy and Lemke voted in favor, Mayor Burns abstained. The motion was declared carried.

Clerk/Administrator Schoonover informed the council that they had conducted an interview for the Water/Wastewater position and that it went very well. He is working on the reference checks and background checks, but stated he recommends that we call him back for a follow up second interview at the plant and check his knowledge and abilities. He mentioned that he could get that set up in the very near future.

It was discussed that it appears that a resident on Grant St. has encroached on our property by widening his driveway and doing some additional landscaping. The Mayor and Council informed Schoonover to contact the home owner and ensure that we remedy this problem and not allow for a precedent to be set that allows homeowners to encroach on property they do not own. It also discussed that a meeting with the Caledonia Rural Fire District would be having a special event to showcase the new Alexis Pumper on September 30, 2013 at 6:00 pm. All council members and residents are encouraged to attend.

The August police schedule was handed out, the August police reports and time sheets were submitted for review. No action taken.

The next regular meeting will be on Monday September 23, 2013 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, A motion to adjourn was made by Mayor Burns, seconded by Member Vick. All voted in favor and the motion was declared carried to adjourn at 8:07 p.m.

Robert H. Burns

Ted A. Schoonover
Clerk-Administrator